

What Is A Résumé?

- A **marketing tool** that should highlight your most relevant skills and experiences
- The **first impression** an employer will have of you & they usually spend **30 seconds** initially reviewing it
- A **living document** that should change and develop as your experience changes and develops
- Its **content is tailored** to each specific position and employer you apply to

Essential Résumé Components

There are three essential components to a résumé for a current college student or a recent graduate. Additional components are listed on the back of this sheet.

Heading

- The top of your resume **must** include your contact information. Include your name (this is usually in the largest font on your resume, no larger than 16pt), mailing address, telephone number, and email.

Education

- Start with your most recent degree (or the one currently in progress) and work backwards. Do not include high school unless you are a Dual Enrollment or University Connections student.
- Include the official degree name, name of the institution, location, and the date the degree is expected to be awarded or was awarded.
- Your GPA is optional but consider including it if it is a 3.5 or higher.
- You may included related coursework if it is relevant for the position *and* you do not have a lot of related experience. Provide the title of courses you have taken (can also include current courses).

Experience

- Don't limit yourself only to paid employment; include volunteer positions, internships, extracurricular activities, and other relevant leadership roles.
- All positions should include dates of employment (including the month and year), the position title, company title, and location.
- Highlight relevant information for each role that describes both your primary duties but also your personal accomplishments during your time in the position
- Utilize action verbs and use correct tenses when describing duties and accomplishments (present tense for current positions and past tense for previous positions)
- Avoid using "I statements" or complete sentences. Keep things brief and to the point.

CONTACT ADVISING & CAREER SERVICES

Office Locations

1st Floor McMullen Hall

Library Room 100

Phone

(406) 657-2240

(406) 657-2168

Email

advising@msubillings.edu

careers@msubillings.edu

Additional Résumé Components

Objective Statement OR Summary of Qualifications

- Choose one of these but never both. They go below the heading and serve a lens that the rest of your resume will be viewed through. If you provide a cover letter, neither of these will be necessary.
- An objective statement should be tailored for each position and be a clear statement of the type of position and environment you are looking for and the qualifications you bring.
- A summary of qualifications is typically a bulleted list of 3-5 points that can summarize multiple aspects of your background and provide the highlights.

Honors, Awards, Publications, & Research

- Include dates for anything listed and if it is not well-known, provide a brief description.

Activities

- Include any activities that do not fit well into the experience section of your resume. This can be leadership activities, student and professional organizations you are a member of, and volunteer work.
- As with your work experience, include dates and aim to include your most relevant activities. Avoid the temptation to make this a section about your hobbies.

Special Skills

- Include additional languages (including proficiency), computer and technology skills, military experience, and other relevant skills that you are unable to include elsewhere on your resume or cover letter.

Formatting Tips

- **Margins:** Between .5” and 1” on all sides.
- **Font:** Easily readable, size 11 to 12. (Times New Roman, Calibri, Arial, Garamond, Etc.) Use formatting (**bold**, *italics*, underlining) sparingly and for impact.
- **Length:** 1 page per 7-10 years of experience.
- **Consistency:** Ensure consistent formatting throughout on bullets, alignment, font type, content, etc.
- **White Space:** Résumé should have nice balance of font and white space.

Do

- Focus on the employer’s needs
- Quantify your information
- Change keywords and phrases to fit the job description
- Have a professional email address & voicemail greeting
 - Have your résumé reviewed and critiqued

Don't

- Exceed 2 pages
- Fabricate, exaggerate, or misrepresent your experience
 - Include excessive unrelated information
- Include personal information (marital status, age, etc.)
- Include subjective information, show it w/ accomplishments

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